Mississippi Management and Reporting System

Department of Finance and Administration

**Adjust Pay
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Objective

To develop an understanding of the Adjust Pay Process

Outcome

An understanding of the process, key concepts, and menus is obtained.

Adjust Pay

The Adjust Pay process of SPAHRS occurs after the payroll process is completed and payments have been issued. The types of entries requiring adjustments include tax record changes, earnings code changes, deduction changes, employee terminations, payment of comp time (buyout), leave balance changes, and any other items that cannot be handled during the normal payroll process.

Also included in the Adjust Pay menu are Issue Payments and Void Warrant/EFT processes. The Issue Payment screen is used when an employee was not paid on the regularly scheduled payroll. The Void Warrant/EFT screen is input to facilitate the cancellation of payroll checks and electronic funds transfers.

It is very important to utilize the notes and comments sections on the various Adjust Pay transaction screens for documentation purposes. This documentation serves as a tracking mechanism to determine why an entry was made.

Automatic entries are generated by the system when transactions are entered for a pay period time record that has already been finalized and processed. The generated adjustments should be verified and approved for processing in a supplemental or regular run.

A number of browse screens are included in this menu to aid in the Adjust Pay process. These browses can be used to view Adjust Pay transactions and their status. In some instances these screens can be used to begin adding or modifying an adjustment record.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.

```
FMSAS23   PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2015
PHIMAINU PHIMAINM                   Payment Menu                        11:07 AM

          Code       Description                          FastPath

          CP    Calculate Pay                             CALC
          GS    Generate SAAS Transactions                SAAS
          RD    Remit Taxes and Deductions Menu           REMD
          DP    Distribute Pay                            DISP
          PA    Approve/Release Pay                       RPAY
          FT    File Tax Reports                          FIAX
          AP    Adjust Pay                                ADJP
          PT    Earnings, Tax, and Deduction Tables       ETDT
          OT    Other Payroll Tables                      PAYT
          PR    Payroll Reports


     Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Your Action…	System Response…
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.

```
FMSAS23   PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2015
PHIMAINU PHIMAINM                 Adjust Pay Menu                      11:08 AM

          Code       Description                          FastPath

          AE    Adjust Earnings/TAX/Deductions            ADJE
          SP    Separation                                TERM
          AB    Adjust Pay Browses
          OP    Other Payments                            ADJO
          IP    Issue Payment
          VO    Void Warrant/EFT                          VDPY




     Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Adjust Earnings/Taxes/Deductions

After a final payroll has been processed, an employee's earnings may have to be adjusted due to unpaid leave taken, shift changes, retroactive pay increases, or other reasons as described in the Introduction section of this workbook. If a time record is entered or adjusted after a final payroll run and deviates from the record SPAHRS used for calculating payroll, the system will automatically create an adjustment transaction. If the report time entry does not result in a change to net pay, the adjustment transaction is automatically updated by the system and displays an approval code of **Z**. If a change in net pay results from the report time entry, the adjustment transaction appears on the Browse Adjustments Not Sent. The transaction may be accessed for action either from the Adjust Earnings screen or from the Browse Adjustments Not Sent screen.

An adjustment to taxes and/or deductions first requires a change to the worker's tax record or deduction record to support the adjustment needed. After the change is completed, an adjust earnings/tax/deduction is created by Adding a record. The adjustment process recalculates the worker's payment for the pay period specified and compares it by transaction code and amount to the previous pay period payment. All differences will appear as positive or negative amounts on the Adjust Earnings/Tax/Deduction screen. Transactions appearing on this screen with positive or negative amounts should be viewed to determine the desired adjustment has been calculated.

Please note that this screen is a mechanism to process the adjustments; therefore, prior to inputting the Adjust Earnings/Tax/Deductions screen, determine that all necessary corrections have been entered on the timesheet, tax, and deductions screens.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AE** (Adjust Earnings/Tax/Deductions) from the Adjust Pay Menu and press ENTER.	The Adjust Earnings/Tax/Deductions screen will appear.

```
FMSAS23   PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2015
PHPAEC1D PHPAEC1M        Adjust Earnings/Tax/Deductions                11:25 AM

*Action: _ (A,C,D,M)    Name:                                        Note: N
 *Agency: ____ *SSN: _____ PP End Date: __ __ ____ Pay Freq: _ Emp Type: P

                   Hours        Gross Pay      State Exp       Net Pay
  Original Pay.:
  Corrected Pay:
 -------------   ----------    ----------     ----------     ----------
  Net Change...:
                                                                   1 of
 Trans Code & Description          Curr Hrs   Curr Amt   PPTD Hrs   Wage Base




  Supplemental: _               Deceased: _                    Approval: N
  LastUpdttm:                         LastUpdtUser/Pgm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End              Note      Bkwd  Fwd                  Quit
```

Your Action…	System Response…
4. Choose **A**dd to create a record or other desired action for a previously established record and enter the following information: ***Agency**: Enter the four-digit agency code xxxx. ***SSN:** Enter the employee's Social Security Number. **PP End Date**: Enter the pay period ending date. **Pay Frequency**: Enter the pay period frequency, *e.g.,* M=Monthly, W=Weekly. **Emp Type**: Enter **P** for position employee or **W** for WIN employee.	The applicable payroll information will appear.
5. Press ENTER.	
6. The following fields are completed by the system. Original Pay: The previous payment to be adjusted. Corrected Pay: The new payment after adjustments have been applied. Net Change: The difference between the original pay and the corrected pay. Hours: The number of hours for the pay period. Gross: The amount of payment prior to deductions. State Exp: The employer's share of deductions.	

Your Action…	System Response…
Continued: Net: The amount applied to employee payment. Trans Code: The earnings / taxes / deductions codes for the pay period. Hours: The number of hours to be adjusted for the earnings code. Amount: The dollar amount of adjustment per earnings code. PPTD Hours: The pay period-to-date total of hours for this pay period. Wage Base: The dollar amount of adjustment for the wage base listed.	**NOTE**: Always review the detail for the adjustment before approving for payment.
7. To process the adjustment, enter an action of **M**; press Enter and enter the following information: **Supplemental**: The system will default to No and the adjusted earnings will be processed with the next payroll run for the above pay frequency. Enter **Y**es if a supplemental check should be processed for the adjusted earnings in the next supplemental run. **Approval:** The system will default to No, indicating the adjustment is not ready for the approval process. Enter **Y**es if the adjustment is complete and ready to begin the approval process.	
8. Press ENTER.	Adjustment Record xxxx-000000000 modified successfully.

Employee Separation Adjustment

When a worker terminates employment with an agency, he may have accumulated leave or other wages that should be paid. If the employee transfers to another agency, the hours may also need to be transferred. The Separation screen is used to add, display, and modify payroll information for a separated employee. All leave balances as of the current month are listed. Some action must be taken for each of the balances by placing the total amount under a column or by splitting the amount between columns. The maximum hours for payment for personal leave are 240 hours unless the termination is due to the death of the employee. If the employee is deceased, all unused personal leave hours should be paid. If hours are not to be paid or transferred to another agency or to PERS, then they must be surrendered by insertion in the second column. If the system indicates the hours cannot be transferred to the new agency, then the hours to transfer must be sent *on paper* to the receiving agency. Any hours placed in the column labeled Hours to PERS should also be reported *manually* to PERS. The Browse Separated Employees may also be used to add, display, and modify.

_____

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **SP** (Separation) from the Adjust Pay Menu and press ENTER.	The Separation screen will appear.

```
FMSAS23  PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2015
PHPASE1D PHPASE1M                    Separation                     12:13 PM
                                                                  1 more >
*Action: _  (A,C,D,M,P)      *Agency: ____   *SSN: _____  Date: __ __ ____
 Name:                                     Transfer Agency:          NOTE : N
 Code:

 1 of                     Hours      Hours to  Hours to   Hours to   Hours to
     Leave Type           Leave        Pay     Surrender  Transfer    PERS
---------------------- ----------  --------- ---------- --------- ---------
                                   _____  _____  _____  _____  _____
                                   _____  _____  _____  _____  _____
                                   _____  _____  _____  _____  _____
                                   _____  _____  _____  _____  _____
                                   _____  _____  _____  _____  _____
                                   _____  _____  _____  _____  _____

     Total Dollar Value.:
     Total Bonds Amounts:
  Supplemental: _            Deceased: _                   Approval: N
  LastUpdttm:                        LastUpdtUser/Pgm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd   Prnt  Left  Right Quit
```

Your Action…	System Response…
4. Choose **A**dd to create a record (or other desired action for a previously established record) and enter the following information: **Agency:** Enter the four-digit agency code xxxx, **SSN**: Enter the employee's Social Security Number. **Date:** Enter the date the employee was separated as recorded on the separation screen in the Employment.	
5. Press ENTER.	

_____

Your Action…	System Response…
6. The following fields are completed by the system. Transfer Agency: The agency to which the employee is transferring if applicable. Note: If narrative information has been attached (PF5) to the record, Yes will be displayed. Code: The code and description for the type of separation. Leave Type: The type of accumulated leave to be adjusted. Hours Leave: The number of hours that have accumulated for the specific leave type.	
7. Enter the following data where applicable: **Hours to Pay**: The number of hours for which the employee will be compensated. **Hours to Surrender**: The leave hours the employee will lose. **Hours to Transfer**: The number of hours that will be transferred with the employee. **Hours to PERS**: The number of hours that will be transferred to the Public Employee Retirement System for work credit.	Sep Adj Record xxxx-000000000 added successfully.
8. Press ENTER.	
9. The following will be completed by the system where applicable: Total Dollar Value: The dollar value of the leave hours to pay, surrender, transfer, or transmitted to PERS. Total Bonds Amount: The amount accumulated toward savings bonds purchases.	

Your Action…	System Response…
10. To process the separation adjustment, enter an action of **M** and the following information: **Supplemental**: The system will default to **N**o. Enter **Y**es for a supplemental check. All Separation Payments must be processed in a supplemental run or the payroll may be adversely affected. **Approval**: The system will default to **N**o indicating the adjustment is not ready for the approval process. Enter **Y**es if the adjustment is complete and ready for the approval process to begin.	
11. Press ENTER.	Sep Adj Record xxxx-000000000 modified successfully and the system will create the gross to net calculation.
12. Press F11 to view screen 2	Screen 2 of Separation will appear.

```
FMSAS23   PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   06/24/2015
PHPASE1D PHPASE9M                  Separation                        12:14 PM
< 1 more
                 Name:
 Agency:      SSN:          PP End Date:          Pay Freq:   Emp Type:

Hourly Rate...:           Net Pay....: 0.00         Pay Mthod:
Adjusted Gross:           Gross Pay..:              Contract.:
School Earned.:           School Paid:              Salary...:

   Trans    Trans    Pay Period   Employee       Employer         Wage
   Code     Type       Hours       Amount         Amount          Base
   -----  --------- ----------  -------------  -------------  -------------




  Supplemental:                                              Approval:
 LastUpdttm:                        LastUpdtUser/Pgm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End          Note          Bkwd  Fwd   Prnt  Left  Right Quit
```

Your Action…	System Response…
11. All fields are completed by the system. Name: The name of the separated employee. Agency: The four-digit agency number. SSN: The Social Security Number of the employee. PP END Date: The system assigns the PP End Date the employee terminated in.	

Your Action…	System Response…
Continued: Pay Freq: The pay frequency assigned to the employee's PIN or WIN Emp Type: P = position employee; W = WIN employee. Hourly Rate: The pay rate per hour for employee. Net Pay: The Gross less deductions, taxes, etc. Adjusted Gross: The gross pay less any noncash earnings. Gross Pay: The total earnings. Salary: The salary associated with the employee's rate of pay. Trans Code: The earnings, taxes, and deduction codes applied to the separation payment. **Note**: Press F8 to scroll for additional transactions codes associated with this payment. Press F7 to scroll back. Trans Type: The description for the transaction code. Pay Period Hours: The number of hours for the related earnings code. Employee Amount: Amount pertaining to the employee for earnings, taxes, deductions, etc. Employer Amount: Amount pertaining to the employer for taxes. Wage Base: The amount of wages subject to taxation for the tax code listed.	

Adjust Pay Browses

The Adjust Pay menu has a browse option that contains eight browses that may be used to view Adjust Pay transactions and their statuses. The browse adjustments screens allow users to examine adjustment transactions by agency, employee, or status. The Browse Separated Employees screen allows viewing by agency and termination date. The Browse Adjustments Not Sent and Browse Adjustments Awaiting Approval allow the modification of an adjustment while the other Browse Adjustments screens only allow an adjustment to be displayed.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.

Your Action…	System Response…
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.

```
FMSAS23  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/24/2015
PHIMAINU PHIMAINM              Adjust Pay Browses Menu                 12:19 PM

         Code      Description                              FastPath

         BA    Browse Adjustments for Employee
         BB    Browse Adjustments Not Sent
         BC    Browse Adjustments Awaiting Approval
         BD    Browse Adjustments Approved
         BG    Browse Separated Employees
         BE    Browse ALL Adjustments for Employee
         BH    Browse Adjustments by Adjustment Type
         BI    Browse Adjustments by Adj Type and Pay Period




     Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                                     Quit
```

Browse Adjustments for Employee

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.
4. Choose **BA** (Browse Adjustments for Employee) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Agency, Social Security Number and Pay Period End Date.	The Browse Adjustments for Employee screen will appear. Information displayed includes Name, SSN, Adjustment Type, Adjustment Amount, Pay Period End Date, and Approval Status.

```
FMSAS23  PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2015
PHPAPA2B PHPAPA2M         Browse Adjustments for Employee          12:27 PM

Actions: (D)                          Adjustment     Adj      Pay Period Appr
  Act        Name          SSN           Type       Amount    End Date  Stat
 --- ------------------ --------- ------------ ---------- ---------- -----
                        *** End of Data ***







  *Agency: ____   *SSN: _____    PP End Date: __ __ ____  (MMDDYYYY)

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                     Quit
```

Your Action…	System Response…
5. Choose **D**isplay beside the requested record and press ENTER.	The Adjustment record screen will be displayed.

Browse Adjustments Not Sent

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.
4. Choose **BB** (Browse Adjustments Not Sent) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Agency, Pay Period End Date, and Social Security Number.	The Browse Adjustments Not Sent screen will appear. Information displayed includes Name, SSN, Adjustment Type, Adjustment Amount, Pay Period End Date, and Approval Status.

```
FMSAS23  PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/24/2015
PHPAPA4B PHPAPA4M           Browse Adjustments Not Sent             12:32 PM

Actions: (D,M)                         Adjustment    Adj     Pay Period  Appr
 Act      Name            SSN           Type       Amount    End Date    Stat
 ---  --------------- ---------     ------------  ---------  ----------  ----
                          *** End of Data ***










  *Agency: 0001 PP End Date: __ __ ____  (MMDDYYYY) *SSN: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                     Quit
```

Your Action…	System Response…
5. Choose **D**isplay or Modify beside the requested record and press ENTER.	The Adjustment record screen will be displayed.

Browse Adjustments Awaiting Approval

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.
4. Choose **BC** (Browse Adjustments Awaiting Approval) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Agency, Social Security Number, and Pay Period End Date,	The Browse Adjustments Awaiting Approval screen will appear. Information displayed includes Name, SSN, Adjustment Type, Adjustment Amount, Pay Period End Date, and Approval Status.

```
FMSAS23  PHV5     STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2015
PHPAPA3B PHPAPA3M       Browse Adjustments Awaiting Approval        12:41 PM

Actions: (D,M)                       Adjustment    Adj      Pay Period   Appr
  Act        Name           SSN         Type      Amount    End Date     Stat
 --- ------------------- --------- ------------ ---------- ---------- ----
                          *** End of Data ***




 *Agency: ____   *SSN: _____   PP End Date: __ __ ____  (MMDDYYYY)

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                        Bkwd  Fwd                    Quit
```

Your Action…	System Response…
5. Choose **D**isplay or Modify beside the requested record and press ENTER.	The Adjustment record screen will be displayed.

Browse Adjustments Approved

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.
4. Choose **BD** (Browse Adjustments Approved) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Agency, Social Security Number, and Pay Period End Date.	The Browse Adjustments Approved screen will appear. Information displayed includes Name, SSN, Adjustment Type, Adjustment Amount, Pay Period End Date, and Approval Status.

```
FMSAS23  PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/24/2015
PHPAPA6B PHPAPA6M         Browse Adjustments Approved              12:42 PM
Actions:  (D)
                                    Adjustment     Adj      Pay Period  Appr
 Act        Name           SSN         Type       Amount    End Date    Stat
 ---  ------------------  ---------  ------------  ---------  ----------  ----
                       *** End of Data ***




 *Agency: ____   *SSN: _____    PP End Date: __ __ ____  (MMDDYYYY)

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                     Quit
```

Your Action…	System Response…
5. Choose **D**isplay beside the requested record and press ENTER.	The Adjustment record screen will be displayed.

Browse Separated Employees

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.
4. Choose **BG** (Browse Separated Employees) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Agency and Termination Date.	The Browse Separated Employees screen will appear. Information displayed includes Agency#, PIN, Term Date, SSN, Employee Name, and Separation Reason.

```
FMSAS23  PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   06/24/2015
PHPASE2B PHPASE2M          Browse Separated Employees              12:44 PM

 Actions: (A,D,M,P)
                       Term                                         Sep
Act Agency#   PIN      Date         SSN         Employee Name       Rsn
--- -------  ------  ----------  -----------  ----------------------------  ----
                          *** End of Data ***




* Agency: ____  Termination Date: __ __ ____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End              Note        Bkwd  Fwd  Prnt             Quit
```

Your Action…	System Response…
5. Choose Add, Display, Modify, or Purge beside the requested record and press ENTER.	The Separation screen will appear.

Browse All Adjustments for Employee

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.
4. Choose **BE** (Browse All Adjustments for Employee) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Agency, SSN, and Pay Period End Date.	The Browse All Adjustments for Employee screen will appear. Information displayed includes Name, SSN, Adjustment Type, Adjustment Amount, Pay Period End Date, and Approval Status.

```
FMSAS23  PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2015
PHPAPA7B PHPAPA7M       Browse ALL Adjustments for Employee         12:56 PM

Actions: (D)                          Adjustment    Adj     Pay Period Appr
  Act         Name            SSN       Type       Amount   End Date  Stat
 --- -------------------- --------- ------------ ---------- ---------- -----
                         *** End of Data ***








  *Agency: ____   *SSN: _____   PP End Date: __ __ ____  (MMDDYYYY)

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                    Quit
```

Your Action…	System Response…
5. Choose Display beside the requested record and press ENTER.	The Adjustment record screen will be displayed.

Browse Adjustments by Adjustment Type

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.
4. Choose **BH** (Browse Adjustments by Adjustment Type) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Adjustment Type, Agency, SSN, and Pay Period End Date.	The Browse Adjustments by Adjustment Type screen will appear. Information displayed includes Agency, Name, SSN, Adjustment Type, Adjustment Amount, Pay Period End Date, and Approval Status.

```
FMSAS23  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2015
PHPAPA8B PHPAPA8M      Browse Adjustments by Adjustment Type          01:00 PM

Actions: (D)                               Adjustment    Adj     Pay Period Appr
 Act  Agcy      Name          SSN            Type      Amount    End Date  Stat
 ---  ----  --------------- --------- ------------ ---------- ---------- -----
                          *** End of Data ***






 *Adj Type: _ Agency: ____   *SSN: _____   PP End Date: __ __ ____  (MMDDYYYY)

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                      Quit
```

Your Action…	System Response…
5. Choose **D**isplay beside the requested record and press ENTER.	The Adjustment record screen will be displayed.

Browse Adjustments by Adjustment Type and Pay Period

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.
4. Choose **BI** (Browse Adjustments by Adjustment Type and Pay Period) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Adjustment Type, Pay Period End Date, Agency, and SSN.	The Browse Adjustments by Adjustment Type and Pay Period screen will appear. Information displayed includes Agency, Name, SSN, Adjustment Type, Adjustment Amount, Pay Period End Date, and Approval Status.

```
FMSAS23  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2015
PHPAPA9B PHPAPA9M   Browse Adjustments by Adj Type and Pay Period      01:06 PM

Actions: (D)                          Adjustment      Adj     Pay Period Appr
 Act  Agcy      Name          SSN        Type        Amount    End Date  Stat
 ---  ----  --------------- --------- ------------ ---------- ---------- -----
                            *** End of Data ***








 *Adj Type: _ PP End Date: __ __ ____  *Agency: ____   *SSN: _____
                          (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                       Bkwd  Fwd                    Quit
```

Your Action…	System Response…
5. Choose **D**isplay beside the requested record and press ENTER.	The Adjustment record screen will appear.

Other Payments Menu

The Other Payments Menu is used to facilitate payment of certain types of leave earned by an employee and to adjust leave balances when necessary. The Maintain Buyout Parms screen allows an agency to set up parameters for the payment of FLSA compensation, Agency compensation, and floating holiday leave earned. CALBK must be identified on the Position record prior to payment to the employee for the Agency compensation and Holiday leave earned. The Maintain Buyout Pay Status screen is used to exclude an employee's record from the buyout process. The Maintain Leave Balance screen is used to adjust various leave balances for an employee. It is important to note that leave balance is modified for the period that contains estimated accruals. Exception Pay and Third Party Sick Pay are for DFA entry only.

Maintain Buyout Parms Screen

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **OP** (Other Payments) from the Adjust Pay Menu and press ENTER.	The Other Payments Menu will appear.

```
FMSAS23  PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2015
PHIMAINU PHIMAINM              Other Payments Menu                   01:12 PM

          Code      Description                           FastPath

          BO    Maintain Buyout Parms                     BUYOUT
          MS    Maintain Buyout Pay Status                BUYOUTST
          ML    Maintain Leave Balances                   MLB
          EP    Exception Pay                             EXCEP
          TP    Third Party Sick Pay                      TPSP








      Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End                                                   Quit
```

Your Action…	System Response…
4. Choose **BO** (Maintain Buyout Parms) from the Other Payments Menu and press ENTER.	The Maintain Buyout Parms screen will appear.

```
FMSAS23  PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2015
PHPABO1D PHPABO1M             Maintain Buyout Parms                 01:12 PM

*Action: _ (A,C,D,M,P) *Agency: ____  Pay Period _____ (MMDDYYYY)   Note: N
                                              Floating
                FLSA Comp      Agency Comp     Holiday
                -----------    -----------   -----------
Lower Limit...: _____    _____   _____
Upper Limit...: _____    _____   _____
FLSA Status...: _ _ _ _ _ _ _ _ _ _
Geo Location..: _____ _____ _____ _____   1 of
*Occu Code.....: _____
                _____                                        1 of
                _____

 Buyout Totals:$            $             $

 Supplemental: _      Build/Rebuild: N      Report: N      Approval: _

 Last Upd Dt/Tm                    Last Upd Pgm/User
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End          Note        Bkwd  Fwd                    Quit
```

Your Action…	System Response…
5. Choose **A**dd to create a new record or other desired action for a previously established record and enter the following information. 　***Agency:** Enter the four-digit agency code. 　***Pay Period:** Enter the pay period ending date. This indicates what month's leave balance to be reviewed.	
6. Press ENTER.	
7. Enter the following information for FLSA Comp, Agency Comp, and/or Floating Holiday. 　**Lower Limit**: The lowest value for the range of hours to buyout. This field can be blank and will indicate 0. 　**Upper Limit:** The highest value for the range of hours to buyout. This amount must be greater than the lower limit. Hours greater than the lower limit and less than the higher limit will be bought out. 　**FLSA Status**: Indicate the specific FLSA status code for the buyout if applicable. 　**Geo Location**: Indicate the specific Geographic location code(s) for the buyout if applicable. 　**Build/Rebuild**: Input Y to create the buyout request. 　**Report**: Input **Y** to generate a listing of employees to be included in the buyout for the pay period. 　**Occu Code**: Indicate the specific occupation codes to be included in the buyout. ***(Contact MMRS prior to entry of this field.)***	
8. Press ENTER.	Buyout Parms 0000-00000000-000 added successfully. Buyout Totals are listed.
9. Review Buyout report to verify accuracy.	
10. If employee is listed on the report that should not be included, go to the Maintain Buyout Pay Status screen (**PA AP OP MS**) to exclude employee(s).	
11. Choose **M**odify and Press ENTER.	

Your Action…	System Response…
12. If changes to the parameters need to be made, correct the entries and enter **Y** in Build/Rebuild.	
13. Press Enter	
14. If the Buyout is correct, enter the following information. **Supplemental**: Input **Y** to include these payments in the next processed supplemental run. **Approval:** Input **Y** to approve the buyouts for payments. ***Once approval of Y is entered, no changes can occur to this buyout.***	
15. Press ENTER.	Buyout Parms 0000-00000000-000 modified successfully.

Maintain Buyout Pay Status

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **OP** (Other Payments) from the Adjust Pay Menu and press ENTER.	The Other Payments Menu will appear.
4. Choose **MS** (Maintain Buyout Pay Status) from the Other Payments Menu and press ENTER.	The Maintain Buyout Pay Status screen will appear.

```
FMSAS23  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   06/24/2015
PHPABO5B PHPABO5M             Maintain Buyout Pay Status            01:18 PM
                                                                  2 more >

Action:  (D,M)
Act Ind    Employee Name        SSN
--- --- -------------------- --------- ------------ ------------ -----------
                        *** End of Data ***








  Agency: ____  PP End Date: __ __ ____   *SSN: _____
  Total Amounts:$
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd        Left  Right Quit
```

Your Action…	System Response…
5. Enter the following fields: **Agency:** The four-digit agency field. **PP End Date:** The pay period end date. **SSN:** The social security number of a specific employee.	
6. Press ENTER.	
7. To exclude a record prior to approval of the buyout for the pay period: Choose **M**odify as the action for the record to exclude and press ENTER. Place cursor on **EXC** in the Exclude Ind field. Press ENTER. Press **F3** to return to previous screen. Repeat procedures in this Step (7) for other exclusions, if necessary.	The Maintain Employee Buyout screen will appear. The record will be marked as EXC (Excluded) from the buyout to be processed for the pay period. **NOTE**: The exclusion must take place *prior to* approval of the Maintain Buyout Parms screen (**PA AP OP BO**).
8. Once all exclusions have been indicated for the pay period, go to the Maintain Buyout Parms screen (**PA AP OP BO**) to approve the buyout.	

Maintain Leave Balances

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **OP** (Other Payments) from the Adjust Pay Menu and press ENTER.	The Other Payments Menu will appear.
4. Choose **ML** (Maintain Leave Balances) from the Other Payments Menu and press ENTER.	The Maintain Leave Balances screen will appear.

```
FMSAS23  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   06/24/2015
PHPALB1D PHPALB1M            Maintain Leave Balances                  01:06PM

*Action: _ (A,C,D,M,P)                                        Note: N

 *Agency: ____ *SSN: _____  *Accrual Code: _____

  Month End Date: __ ____


        Status of Balances........: Estimate Leave Balances
        Balance at start of Month.:      0.00
        Hours taken during Month..:      0.00
        Hours accrued during Month:      0.00

        Increase in Leave Balance.:  _____
        Decrease in Leave Balance.:  _____
                                                          Approval: N


  LastUpdUid/Pgmid:                 LastUpdDtTm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End              Note                    Prnt          Quit
```

Your Action…	System Response…
5. Choose **A** to add a record or any other desired action for a pre-existing record and enter the following information: ***Agency:** Enter the four-digit agency code xxxx. ***SSN**: Enter the employee's Social Security Number. ***Accrual Code:** Enter the leave code to be adjusted.	
6. Press ENTER.	The month end date for the estimated leave balances will appear.
7. To adjust the balance, enter the following information: Increase in Leave Balance: (add) OR Decrease in Leave Balance: (subtract) Approval code of **Y**. Once approvals have been applied to the Maintain Leave Balance screen, no modification (action of M) can occur for the Month End Date. However, a new entry of Add can be input for the record.	
8. Press ENTER.	Adjustment Record XXXX-000000000 added successfully.

Exception Pay- Limited Usage (DFA Entry Only)

The exception pay process is for a payroll adjustment that cannot be processed any other way in SPAHRS. For example, an exception pay may be required if there is a court ordered back pay or reinstatement and the tax or holiday tables for that period are no longer valid in the system or if a court order sets payment requirements that do not follow normal payroll calculations. It is also used to back out separation leave payments when the employee refunds the payment with a personal check.

Whenever exception pay is needed, SPAHRS will not perform any payroll calculations; all calculations must be manually performed by the agency. The calculation must include at least one earnings code. The deduction amounts for all taxes, retirement, and other deductions must be reflected and subtracted from the earnings. The employer matching amounts for FICA, Medicare, retirement, life insurance and health insurance premiums must also be shown separately. The individual's net pay must be shown on the form submitted. After all entries have been made, SPAHRS will calculate a gross to net amount. The net pay cannot be less than zero. Based on the earnings code(s) and deductions entered, SPAHRS will calculate the taxable wage bases and validate any entries for FICA, Medicare, and retirement.

The system will add the payment to the year-to-date payment amounts reflected in SPAHRS and will record the information on the individual's W-2; however, the payment will not be reflected in the pay period-to-date totals within the system. The system will generate the individual and vendor payments when the payroll is processed. If the payment is for a pay period that is more than eighteen months in the past, and it includes retirement wages and contributions, the agency must contact PERS to have the individual's creditable service adjusted manually.

Since SPAHRS does not perform the payment calculations and only performs limited edits, the exception pay can only be entered into SPAHRS by DFA. When the agency has performed all manual calculations, a SPAHRS – Exception Pay Request Form (found in DFA's MAAPP manual) must be completed and submitted to BFC Payroll office for processing. (Instructions for completing this form are also included in the MAAPP manual.)

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **OP** (Other Payments) from the Adjust Pay Menu and press ENTER.	The Other Payments Menu will appear.
4. Choose **EP** (Exception Pay) from the Other Payments Menu and press ENTER.	The Exception Pay screen will appear.

```
FMSAS23   PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2015
PHPAEX1D PHPAEX1M                  Exception Pay                        01:26 PM

*Action _ (A,C,D,M,P)                                              Note: N
*Agency: ____  *SSN: _____  PP End Date: __ __ ____  Freq: _  *Pin/Win: _____

Hourly Rate...:            Net Pay.....: 0.00        Worker Type(P/W).: P
Gross Pay.....:            Salary......:             Pay Method.......:
Adjusted Gross:            School  Paid: _____  Earned: _____
 1 of
  Trans      Trans        Employee        Employer        Pay Period      Wage
  Code       Type          Amount          Amount           Hours         Base
  -----    ---------    -------------    -------------    -------------  -------------
  _____    _____    _____    _____    _____  _____
  _____    _____    _____    _____    _____  _____
  _____    _____    _____    _____    _____  _____
  _____    _____    _____    _____    _____  _____
  _____    _____    _____    _____    _____  _____
 Supplemental: _              Deceased: _            Approval: N
 LastUpdttm:                        LastUpdtUser/Pgm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End            Note       Bkwd  Fwd                     Quit
```

Your Action…	System Response…
9. Choose A to add a record or any other desired action for a pre-existing record and enter the following information: ***Agency**: Enter the four-digit agency code xxxx. ***SSN**: Enter the employee's Social Security Number. **PP End Date:** Enter the Pay Period End Date (MM DD CCYY). **Freq**: Enter the frequency at which the employee/worker is paid. ***Pin/Win:** Enter the PIN/WIN number of the employee/worker. Worker Type: Enter **P** for PIN or **W** for WIN.	
10. Press ENTER.	
11. Enter the following information: **Trans Code:** Code identifying the specific transactions: deduction, earnings, or tax. Trans Type: System will populate this information based on the transaction code. **Employee Amount**: Total amount for the transaction type for the current pay period. **Employer Amount**: The employer contribution amount for the current period. **Pay Period Hours**: Enter the hours to be paid within the pay period.	

Your Action…	System Response…
Continued. Wage Base: This field is populated with the amount of wages calculated by SPAHRS. Supplemental: Input **Y** to include these payments in the next processed supplemental run.	
12. Press ENTER.	Adjustment Record XXXX-000000000 added successfully.

Third Party Sick Pay - Limited Usage (DFA only)

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **OP** (Other Payments) from the Adjust Pay Menu and press ENTER.	The Other Payments Menu will appear.
4. Choose **TP** (Third Party Sick Pay (DFA Only)) from the Other Payments Menu and press ENTER.	The Third Party Sick Pay (DFA Only) screen will appear.

```
FMSAS23  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   06/24/2015
PHPATP1D PHPATP1M                 Third Party Sick Pay                01:29 PM

*Action _ (A,C,D,M,P)                                             Note: N
*Agency: ____   *SSN: _____   PP End Date: __ __ ____   Pay Freq: _
 Pin/Win Ind: P  *Pin/Win: _____

                  Gross Pay: 0.00        Net Pay: 0.00
  1 of
    Trans      Trans       Employee        Employer         Wage
    Code       Type         Amount          Amount          Base
    -----    ---------   ------------    ------------    ------------
    _____                _____    _____    _____
    _____                _____    _____    _____
    _____                _____    _____    _____
    _____                _____    _____    _____

    Supplemental: _                                      Approval: N
  LastUpdttm:                      LastUpdtUser/Pgm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd                    Quit
```

Your Action…	System Response…
5. Choose **A** to add a record or any other desired action for a pre-existing record and enter the following information: ***Agency:** Enter the four-digit agency code xxxx. ***SSN:** Enter the employee's Social Security Number. **PP End Date:** Enter the Pay Period End Date (MM DD CCYY). **Freq:** Enter the frequency at which the employee/worker is paid. **Pin/Win Ind**: Enter **P** for PIN or **W** for WIN. ***Pin/Win:** Enter the PIN/WIN number of the employee/worker.	
6. Press ENTER.	
7. Enter the following information: **Trans Code:** Code identifying the specific transactions: deduction, earnings, or tax. Trans Type: System will populate this information based on the transaction code. Employee Amount: Total amount for the transaction type for the current pay period. Employer Amount: The employer contribution amount for the current period. Wage Base: The current wage base for the transaction. Supplemental: Input **Y** to include these payments in the next processed supplemental run. **Approval:** Input **Y** to approve the screen for payments.	
8. Press ENTER.	Adjustment Record XXXX-000000000 added successfully.

Issue Payment

At the time that payroll was finalized and processed for an agency, an employee may have been omitted from the payroll. The causes can be such instances as a timesheet error, hire date after the payroll run, etc. When one of these occurs, an issue payment is required. The Issue Payment screen is used to generate pay when no payment has been previously issued for the pay period. Once all timesheets and other entries have been made for the employee, the Issue Payment process can begin.

_____

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **IP** (Issue Payment) from the Adjust Pay Menu and press ENTER.	The Issue Payment screen will appear.

```
FMSAS23  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2015
PHPAIR1D PHPAIR1M                    Issue Payment                   01:30 PM

*Action _ (A,C,D,M,P)   Name:                                       Note: N
*Agency: ____ *SSN: _____ PP End Date: __ __ ____ Pay Freq: _ Emp Type: P

Hourly Rate...:              Net Pay....: 0.00          Pay Mthod:
Adjusted Gross:              Gross Pay..:               Contract.:
School Earned.:              School Paid:               Salary...:

   Trans     Trans    Pay Period   Employee        Employer         Wage
   Code      Type       Hours       Amount          Amount          Base
   -----   --------   ---------- -------------   -------------   -------------




   Supplemental: _          Deceased: _                     Approval: N
 LastUpdttm:                        LastUpdtUser/Pgm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End              Note        Bkwd  Fwd   Prnt              Quit
```

Your Action…	System Response…
4. Choose **A**dd to create a record or other desired action for a previously established record and enter the following information: ***Agency**: Enter the four-digit agency code xxxx. ***SSN**: Enter the employee's Social Security Number. **PP End Date:** Enter the pay period ending date. **Pay Frequency:** Enter the pay period frequency (*i.e.*, M=Monthly, W=Weekly, etc.) **Emp Type:** Enter **P** for position employee or **W** for WIN employee.	
5. Press ENTER	Adjustment Record 0000-000000000 added successfully.

Your Action…	System Response…
6. The following fields are completed by the system: Hourly Rate: The amount per hour for employee. Net Pay: The Gross less deductions, taxes, etc. Pay Method: The method of payment for employee (*i.e.*, Salary or Hourly) Adjusted Gross: The Gross pay less noncash earnings. Gross Pay: The total earnings. Contract: The contract number for the WIN contract employee. School Earned: For school employees only, the amount that was earned for school days in the pay period. School Paid: For school employees only, the amount the employee is being paid for the pay period. Salary: The pay period salary for this employee. Trans Code: The earnings, taxes, and deductions codes for the pay period. Note: Press F8 to scroll for additional transactions codes associated with this entry. Press F7 to scroll back. Trans Type: The description for the transaction code. Pay Period Hours: The number of hours for the related earnings code. Employee Amount: Amount applicable to the employee for earnings, taxes, deductions, etc. Employer Amount: Amount applicable to the employer for taxes and deductions Wage Base: The amount of earnings subject to the specific tax.	
7. To process the adjustment, enter an action of **M** and the following information: Supplemental: The system will default to No, and the adjusted earnings will be processed with the next payroll run for the above pay frequency. Enter **Y**es if a supplemental check should be processed for the adjusted earnings in the next supplemental run.	

Your Action…	System Response…
Continued. **Approval**: The system will default to No indicating the adjustment is not ready for the approval process. Enter **Y**es if the adjustment is complete and ready to begin the approval process.	
8. Press ENTER.	Adjustment Record 0000-000000000 modified successfully

Void Warrant/EFT – Control Agency only

For each payroll warrant/EFT processed for an employee a record is added to the Void Warrant/EFT screen. This screen facilitates the process of voiding/reissuing a warrant or EFT. After a payroll has been run, a warrant or EFT may need to be voided. This may be due to incorrect issuance, lost warrant, etc. If the warrant or EFT is to be reissued, the warrant/EFT must be voided prior to the reissue.

The warrant/EFT number must be known to begin the void procedure. Per the MAAPP manual, the Department of Finance and Administration (DFA) requires a form to be completed prior to completion of this process; the form is to be submitted to them. DFA performs the final step to this process.

Your Action…	System Response
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **VO** (Void Warrant/EFT) from the Adjust Pay Menu and press ENTER.	The Void Warrant/EFT screen will appear.

```
FMSAS23   PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2015
PHPAVO1D PHPAVO1M                 Void Warrant/EFT                     01:33 PM

  *Action _ (C,D,M)                                                    Note:

  Warrant/EFT No..: _____
  Check Amount....: _____

  Agency..........:              SSN/Tax Id..........:
  SAAS Agency.....:              Warrant/EFT Amount..:
  Issue Date......:              ABA Transit Number..:
  Pay Frequency...:              ABA Account Number..:
  PP End Date.....:              ABA Account Type....:
  Void Date.......:              Trace Number........:

  Void Reissue Ind:

  Depository Name:                                            Approval: _

  LastUpdttm:                    LastUpdtUser/Pgm:
  Direct Command: _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Main  End         Note                        Prnt         Quit
```

Your Action…	System Response
4. Choose **M**odify and enter the following information: **Warrant/EFT No:** Enter the number of the warrant/EFT.	
5. Press ENTER.	The applicable warrant/EFT information will appear.
6. The following fields are completed by the system: **Check amount:** Enter the check amount which must equal the EFT/Warrant amount. Agency: The four-character SPAHRS agency number. **SSN/Tax ID**: The social security or tax identification number of the employee. **SAAS Agency**: The three-character SAAS agency code. Warrant/EFT Amount: The amount of the check or electronic transfer. Issue Date: The date the warrant/EFT was issued. ABA Transit Number: Related to EFT transactions. The identification number assigned to the bank or savings association. Pay Frequency: The payroll frequency for which this warrant/EFT was issued. ABA Account Number: Related to EFT transactions. The account number to which this EFT was deposited PP End Date: The last date of the pay period. ABA Account Type: Related to EFT transactions. C = Checking; S = Savings Void Date: The date the warrant/EFT is voided. Remains blank until DFA's approval. Trace Number: The number assigned to track this transaction. Remains blank until DFA's approval. Void Reissue Ind: **F** = Final payroll run; **W** = Pending Void; **V** = Voided warrant. Depository Name: The name of the institution where the pay is to be deposited.	

Your Action…	System Response
7. Enter the following information: **Approval:** The system will default to No indicating the adjustment is not ready for the approval process. Enter **Y**es if the adjustment is complete and ready to begin the approval process.	Adjustment Record xxxx-000000000 added successfully. Void reissue indicator field = W – Pending Void.

Adjust Pay Common Issues and Solutions

TOPIC	ISSUE	SOLUTION
Adjust Earnings	Employee tax information changed after payroll run.	After the applicable tax records have been modified, add an adjustment record (PA AP AE) for the pay periods involved. If an amount is due from the employee, either enter RCDCK on the timesheet for the amount the employee will pay back, or set up an MISCA deduction and deduct money from future payrolls.
Adjust Earnings	Attempting to pay a supplemental, but the Adjust Earnings screen brings up amounts on transaction codes that are not expected.	Check the entries for the transaction codes with amounts via the timesheet, taxes entered, and deduction transaction.
Adjust Earnings	Tax levy released after payroll processed but prior to warrant issued to employee.	End the deduction, add an adjustment record (PA AP AE), and refund the employee on the next supplemental payroll.
Adjust Earnings/Issue Pay	Gen SAAS/Calc Pay Distribution Difference Report has an employee listed.	Determine that the positive amounts in the net pay field are greater than the negative amounts. Net pay cannot be less than zero.
Adjust Earnings/Issue Pay/Separation	Adjustments were entered and approved but do not show up on the supplemental run.	The Supplemental field must = Y for inclusion on the next supplemental run. If left blank, the adjustment will be included in the regular payroll but only if the employee is on the next regular payroll. (Separation Pay should only be run on a Supplemental after all other payments have been made to the employee.)
Buyout	Some employees were paid on the buyout for agency comp, and some were not. They all should have been paid.	Verify that BUYCP was not entered on the individual timesheets. The buyout adjustment will not create if the code is entered on the timesheet *and* the Maintain Buyout Parms screen is processed for the same pay period.

TOPIC	ISSUE	SOLUTION
Buyout	Want to use buyout code for FLSA, Holiday and Agency comp time.	A buyout code has been established for each type of comp time. The employee must be certified for CALBK to be eligible for Agency comp time and Holiday leave buyout.
Buyout	Attempting to do a timesheet override for an employee for EXTWK hours on a supplemental payroll.	Cannot do a timesheet override in this instance.
Buyout	Need to exclude an employee from an approved Maintain Buyout.	Once the approval has been applied to the screen (PA AP OP BO) no exclusions can occur. An adjustment can be made for the next pay period.
Issue Payment	A timesheet was deleted for an employee prior to processing the regular payroll. I now need to pay this employee, but the adjust earnings screen did not process.	Since an initial payment was not issued for this employee during the regular payroll, this is not an adjustment to earnings; it is an original pay. Therefore, the Issue Payment screen (PA AP IP) should be used.
Leave	Employee paid for too many leave hours.	On the latest timesheet, input DOCKH for hours that should not have been paid; then have the employee pay back the difference. View the adjustment record (AE) for the pay period that the timesheet covers to obtain the amount to be paid back. Input RCDCK on the timesheet for the amount to be refunded.
Leave	An employee has been terminated. The employee's personal leave balance is incorrect. The actual accrual has been processed for the month in question.	Contact the MMRS Call Center for assistance in changing actual leave to estimated leave. After receiving notification from the MMRS Call Center, modify the leave by using the Maintain Leave Balance Screen (PA AP OP ML).
Leave	An employee termed one month and was rehired the next. A payment for the personal leave balance at the time of the termination is needed.	Make sure the leave balance is what it should be at the time of termination. If the balance is incorrect, process a Maintain Leave Balance adjustment (PA AP OP ML). Once the leave balance is correct for the termination date, process a Separation adjustment (PA AP SP). *After the separation adjustment has **paid**,* use the Maintain Leave Balance adjustment screen to add the new balance effective at the time the employee was rehired. Note: Pay the separation adjustment before you put the person back into the system as a rehire.

TOPIC	ISSUE	SOLUTION
Leave	Employees need to be paid for agency comp time earned during the pay period.	Determine the employees are certified for CALBK on the Position record. Input the Maintain Buyout Parms screen (PA AP OP BO). Verify employees for payment and exclude any that should not receive it. See workbook for additional procedures.
Leave	Only one employee needs to be paid for comp time earned.	Determine the employee is certified for CALBK on the Position record. Determine the applicable buyout code and input it on the appropriate timesheet.
Leave	Employees have 240+ FLSA comp hours but system only shows the employees' agency comp time payment.	Automatic payments are included on the regular payroll when an employee exceeds the 240 FLSA hours in SPAHRS. (EM MP MD)
Void Warrant	Overpayment to employee prior to issuing warrant to employee.	Void employee warrant (PA AP VO). Complete the Void Warrant Form and submit to DFA along with the warrant (employee and vendor) to DFA.

Leave without Pay versus DOCK

Employees who actually worked fewer hours than the work month, but received the same rate of pay and leave, were not pro-rated even though leave without pay was entered on the timesheet. SPAHRS will calculate the employee's pay by the hour; but, if the amount calculated is greater than the employee's salary, the system will pay the regular pay period salary amount.

When the leave without pay earnings code in SPAHRS is used, the system calculates a partial payment based on the hours reported as worked for that pay period. These codes are also used to pro-rate leave accruals for that month.

If you use the DOCKH or DOCKA code on the current time sheet, the system will dock the employee for the number of hours/amount, affecting only the dollar amount to be paid, but will have no effect on the leave or overtime calculations.